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ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD ENDING  
09 August - 15 August 1984

I. Items or Events of Major Interest that Have Occurred  
During the Preceding Week

A. Photography Support:

1. The Graphic Design Group of the Printing and Photography Division (P&PD), Motion Picture and Television Section (MPTV) has been auditioning overt Agency employees for an upcoming video tape to be produced by the MPTV Section for the Office of Personnel. The Director of Personnel was shown a black-and-white video tape of the auditions and was ecstatic.

2. A new study will soon be undertaken to examine alternatives to current manual methods of storing and retrieving P&PD photographic products. Areas to be studied for possible incorporation into an automated system will be the photographic morgue, computer graphics, television productions, and special assignments such as new building photography, logistics supply flights, and the OL initiative to photograph all Agency facilities world-wide.

B. ETECS Release 4: Installation and testing of the new Release 4 hardware and software for the P&PD-based Electronic Text Editing and Composition System (ETECS) progressed this week. Some live production work will be processed this week on the Release 3 System using new Release 4 procedures.

C. Printing Support: P&PD has recently been requested to produce five recruitment brochures for the Office of Personnel which are due during the week of 20 August. Over 30,000 total copies will be produced for these five jobs. A sixth brochure representing 20,000 copies was contracted with a commercial shop.

D. Quality Control: New Press Branch quality control procedures are being used to monitor production of Agency recruitment brochures currently being printed. Initial results show that the quality of the finished product is improved, and there is less waste through these controls.

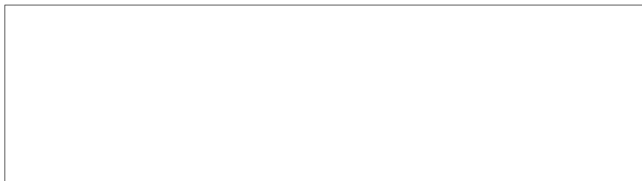
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II. Significant Events Anticipated During the Coming Week

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None



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